



**FEBRUARY 15, 2011**

**HOMELESS SHELTER STAFF**

CMH11-005

Kalamazoo Community Mental Health and Substance Abuse Services have a Third Shift Direct Care Specialist position available for a diversity minded individual to work at the KCMHSAS Emergency Shelter. This position will be responsible for the delivery of appropriate services/supports to individuals with co-occurring, severe and persistent mental illness and/or substance abuse disorders providing skill building/community living support activities and managing group activities such as cooking, cleaning and conflict resolution in a challenging short term residential environment. The successful candidate will assist residents with goal setting and identifying daily tasks related to a transition from homelessness to housing. A High School diploma or GED with at least two years experience in a mental health setting is required. Experience in community mental health or a transitional housing setting is preferred. Basic knowledge of the use of electronic office equipment, including copy and fax machines, computer skills including word processing, spreadsheets, database management, email and grant reporting is required. Send, fax or e-mail resume: HR Generalist, KCMHSAS, 1<sup>st</sup> Wing 4<sup>th</sup> Floor, 3299 Gull Road, PO Box 63, Nazareth, MI 49074, Fax: (269) 553-8012, [hr@kazoocmh.org](mailto:hr@kazoocmh.org). Refer to job number 11-005 when inquiring.